

30 September 1977

MEMORANDUM FOR: Executive Secretary

THROUGH : Administrative Office, DCI

SUBJECT : Request for Advance Approval to Incur Expenses Under

REFERENCE : 26 September 1977 Memo to DCI from Herbert E. Hetu

1. Advance approval is requested to incur expenses allowed under

2. I believe the expenditure of appropriated funds is authorized under [redacted] for the cost of a coffee and cookie reception on Thursday, 13 October for the purpose of entertaining the members of Sigma Delta Chi.

3. Senior government officials present will be:

Herbert E. Hetu, GS-17, Assistant to the Director for Public Affairs

[redacted] GS-15, Deputy Assistant to the Director for Public Affairs

4. Non-US government officials present will be the approximately 200 members, including some wives, of Sigma Delta Chi.

5. I certify that the attendance of Sigma Delta Chi has been requested and that the function will further or facilitate accomplishment of the DCI's duties and responsibilities.

6. The estimated cost of this function is \$175.

Attachment
Reference

Herbert E. Hetu
Assistant to the Director for Public Affairs

APPROVED:

Executive Secretary

I certify the availability of funds in the amount indicated in paragraph 6.

Administrative Officer, DCI